

# State telecommunications management manual

State of California  
Department of General Services

Telecommunications Division  
Sacramento, California

Category:

**Telecommunications  
Systems & Services**

Chapter Title:

**Telecommunications  
Work Authorization  
Form**

Chapter Number:

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## TD-207 FORM–Telecommunications Work Authorization Form

The purpose of the TD-207 form is to provide the customer a means to request services from the Telecommunications Division (TD).

### INSTRUCTIONS

**Customer Name:** Name of customer's organization.

### AGENCY/INSTITUTION CODES, DGS BILLING CODES, AND JOB NUMBERS

Used for customer identification and billing information. The requester must supply their Job Number. If the Customer has internal subdivisions that use more than one billing code for Telecommunications Division services, the requester must supply either the proper billing code or the Agency and Institution Code for the work. If there is a requirement to divide a single Work Authorization into more than one Billing Code for billing purposes, describe the requirements and list the Billing Codes in the Work Description area or on a separate sheet of paper.

- *Agency/Institution Code:* Identifies the requesting customer. This code is assigned by the Department of General Services and used by the Telecommunications Division. The first three characters typically identify the requesting customer department. The second three characters identify a subdivision within a department. This abbreviation cross references to a specific customer five digit billing code.
- *Billing Code:* Code used by the Department of General Services and the Telecommunications Division to bill agencies for services provided.
- *Job Number:* Identifies the specific service the requester is asking the Telecommunications Division to provide. Designed and issued by the requesting customer.

**Work Description:** Describe the desired service. Attach additional pages if needed.

**Location:** Site where the work is to be performed. If there are multiple work sites, list the site names in the work description area or on an attached sheet of paper.

**Additional Information Attached:** Mark appropriate box. Additional work description, supporting documents, or information is welcome.

**Contact Customer Before Starting:** Mark appropriate box if contact from the Telecommunications Division is required before any charges are applied for work or for any other reason.

**In-Service Target Date:** Date the customer wants to have requested equipment or service in operation. This does not necessarily mean the date that all efforts on the service request are completed.

**Budget Amount:** Amount of money the customer has budgeted or estimated for this work.

**Customer Employee Contact:** Contact person within the customer organization who has knowledge of the work request.

**Customer Authorization:** Person the customer has authorized to commit the spending of funds.

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***This section of the form is to be completed by TD at the end of the work:***

**The Work Was:** Enables the Telecommunications Division to tell the customer the final disposition and end date of service and appropriate signature.

**Comments:** Place for any other information from the Telecommunications Division upon return of this form to the customer.